

Guidelines for email safety

- Email is not private. Write only what you would not mind being read by others.
- Email written on school or business computers may be the property of that school or business.
- Many times so-called deleted email is not deleted, but is still on the hard drive or backed up and stored by the network or service provider.
- Place only general information in your email signature. Personal information such as home phone or home address should be avoided.
- If you receive unsolicited advertisements, chain letters, junk mail, etc. (called SPAM), do not reply to ask to be taken off their mailing list. You are telling the SPAMer that your mail account is active and your reply message may lead to even more SPAM.
- Choose a password that is easy to remember but difficult to link to you.
- NEVER give your email password to others.